STUDENT HANDBOOK

1963-1964

Queens College, Charlotte, N. C.

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Published by
The Student Government Association
Queens College

College Hymn

Guardian bright, our Alma Mater,
Molder of our hearts and minds,
Light high visions in thy daughters
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits,
Ever thine, a loyal band.
Queens, thy praises we are singing,
Grateful for thy guiding hand.

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TENTATIVE CALENDAR FOR SESSION 1963-64

1963 REGULAR SESSION

September 11	Wednesday	Residence halls open for freshmen and transfers
		6:00 p.m. Orientation program begins
September 17	Tuesday	8:00 a.m.-12:30 p.m. Registration for freshmen and transfers
		1:30-5:00 p.m. Registration for returning students
September 18	Wednesday	Classes begin
November 15	Friday	Mid-point of first semester
November 27	Wednesday	1:15 p.m. Thanksgiving recess begins
December 2	Monday	8:00 a.m. Thanksgiving recess ends
December 20	Friday	1:15 p.m. Christmas recess begins

1964

January 6	Monday	8:00 a.m. Christmas recess ends
January 25	Saturday	First semester ends
January 28	Tuesday	1:30-5:00 p.m. Registration for second semester
January 29	Wednesday	Classes begin for second semester
March 20	Friday	Mid-point of second semester
March 26	Thursday	1:15 p.m. Spring recess begins
April 1	Wednesday	8:00 a.m. Spring recess ends
May 6	Wednesday	1:30-5:00 p.m. Pre-registration for 1964-1965
May 31	Sunday	Baccalaureate Service
June 1	Monday	Commencement Convocation

MRS. ANN S. GEBHARDT
Dean of Students

Dear Queens Students:

It is a pleasure to extend a warm welcome to the entire student body and a very special welcome to the class of 1967! We eagerly look forward to your arrival and the place you will make for yourselves at Queens, knowing that you will enrich our community by your coming and by sharing with us your high ideals, your zest and enthusiasm for learning, and your many gifts and talents.

We, in turn, earnestly hope that this is a most successful venture for you and that—being caught up in the spirit of the college—you will strengthen those values which we hold most dear: integrity, personal honor, and respect for one another.

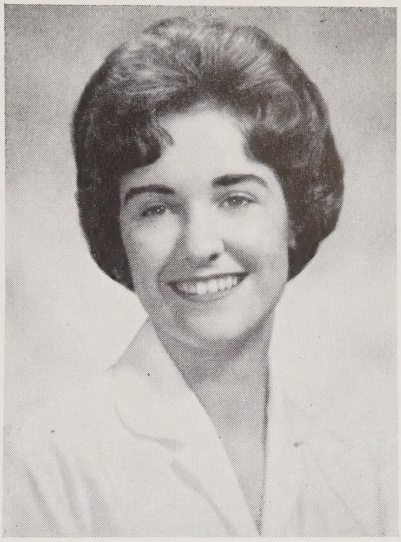
Here at Queens there are many people who want to help you make your college years the most worthwhile and meaningful years you have ever experienced.

I wish for you fine academic achievement and a happy life at Queens as we begin the new term together.

Sincerely yours,

Ann S. Gebhardt

Dean of Students



Allison James
President
Student Government Association

Dear Students,

It is with much excitement and anticipation that I wish to welcome both those of you returning and those of you entering our community for the first time this fall.

Student Government at Queens is based upon the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. This independence is reflected in every organization of which you are a part.

Here at Queens we are privileged to live under a code based upon personal honor, individual responsibility, and cooperative effort. This code is embodied in our honor system which expresses our common faith in the integrity of each student.

The Student Government Association recognizes the worth of each individual and the value of her contributions. As a member of the college community, she has the right to question the foundations of the rules to which she is held accountable and to voice her opinions in an intelligent way. This may be done in an article in *Current,* by speaking out in assembly, and through Student Legislature.

As I begin the new school year with you, I think of it as not only exciting but challenging as well. I challenge each of you to accept the responsibilities and privileges offered for the enrichment of your life and that of Queens.

Sincerely,

Allison James
President
Student Government Association

Student Life

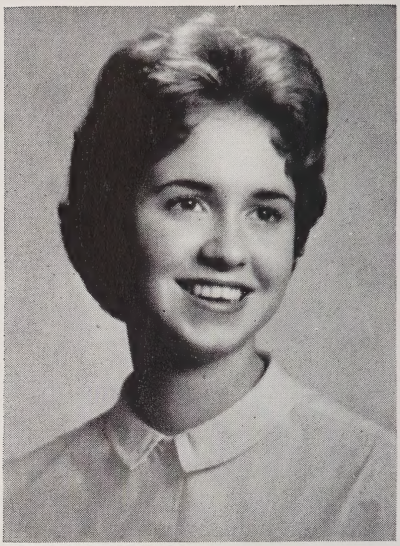
Religious Life

Queens is a Christian liberal arts college. This fact is expressed in the aims of the college as follows:

> The college is healthily Christian. The attitudes and religious loyalties of the students and faculty are important. Christian emphasis manifests itself in the acceptance of responsibility, a sense of vocation, consideration of others, and loyalty to the church. The emphasis is on the substance of Christian growth. It is not on an impoverishing regulation of behavior or the intemperate parading of religious claims and expressions.

This aim is implemented through the Queens Christian Association and its activities, through the expectation that each student will attend the church of her choice regularly, through attendance at chapel services, and by participation in special religious functions.

Judicial Board



Sue Dyer
Chairman

The purpose of the Judicial Board is to encourage a spirit of honesty and of honor for its own sake by furthering the understanding and effectiveness of the Honor Code.

When a student signs the honor pledge, she accepts the honor system which is one of the most esteemed characteristics of the college. She must accept the responsibilities of the system in order to enjoy the freedom and privilege of living in a community governed by mutual trust and honor. The three fundamentals which constitute the Honor Code are as follows:

That each student be truthful at all times.

That each student respect the property of others.

That each student be entirely honest on tests, examinations, term papers, and all pledged work as designated by instructors.

The Judicial Board has the duty of investigating and taking action in any case involving a violation of the Honor Code. It may also hear cases appealed from the Resident Student Council. The penalties which may be set by the Judicial Board are suspension and expulsion unless there are extreme, extenuating circumstances. All decisions are subject to review with the Advisory Committee which is composed of the President of the College, the Dean of the College, and the Dean of Students.

Each student at the college is responsible for upholding the Honor Code and for reporting to the Judicial Board any violation of it.

Branches of the Student Government Association

THE FRESHMAN ADVISORY COUNCIL

The Orientation Committee serves in helping new students in their successful orientation to college life. Through early contacts with incoming students, the members of the Freshman Advisory Council, a subdivision of the Orientation Committee, help their advisees to become a part of campus life. Students to act in this capacity are chosen because of their dependability and willingness to accept responsibility.

SOCIAL COMMITTEE

The Social Committee presents all social events sponsored by the college as a whole. Among these events are the annual Orientation Dance, the Christmas Dance, and a May Day Dance. The committee also strives to promote the best standards for daily living.

THE BUDGET COMMITTEE

The Budget Committee is composed of the treasurers of the various campus organizations and publications, and the chairman is the treasurer of the Student Government Association. Its purpose is to formulate the budget for student activities.

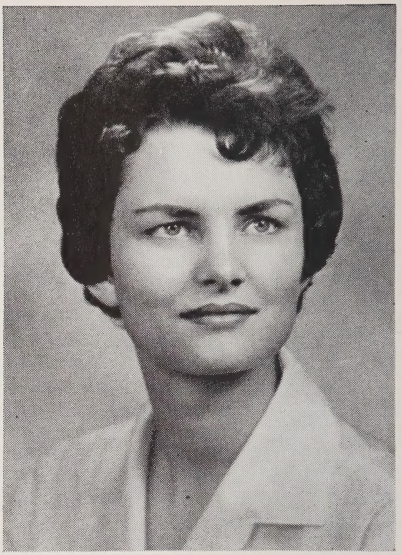
THE HANDBOOK COMMITTEE

The Handbook Committee functions as the agent of Student Government through which this handbook is compiled and edited. The editor is appointed by the president of the Student Government Association, and the editor then selects her committee.

NATIONAL STUDENT ASSOCIATION

Queens College is a member of the National Student Association, a federation composed of approximately 400 colleges and universities in the United States. There are more than a million students represented by N.S.A.; they are members of the association through their locally elected student government. N.S.A. is concerned with creating the interest and the responsibility necessary for good campus, community, and world citizenship.

Resident Student Government



Jane Lawther
President

Organization and Function

Resident Student Council is composed of a president, vice-president, secretary, treasurer, and the presidents of the various residence halls. It is the duty of the council, with the advice of the office of the Dean of Students, to make and carry out regulations concerning the activities of the resident students.

Each residence hall has a House Council composed of the house president as chairman, the residing members of the Resident Student Council, and members at large. The House Council is responsible for dormitory living and house discipline in accordance with the merit system.

The House Councils hold their meetings weekly on Monday nights at 6:30 p.m. For this reason the campus is closed each Monday from 6:30 p.m. until 7:15 p.m. If a student must be away from campus at the time of this meeting, she must notify her house president.

Resident Student Council meets at 7:15 p.m. each Monday.

Regulations Concerning Dormitory Life

Dormitory Hours:

The dormitories are opened at 7:00 a.m. every morning and are closed at the following times:

11:00 p.m.	Monday through Thursday
12:30 a.m.	Friday (Saturday morning)
12:30 a.m.	Saturday (Sunday morning)
11:30 p.m.	Sunday

In order to enter the dormitory after closing hours or to leave the dormitory before 7:00 a.m., a student should obtain special permission from the Dean of Students and the resident counselor of her dormitory or her house president.

On the night of returning from a holiday, the dormitory will be closed at 12:00 midnight and will reopen at 7:00 a.m. the following morning. Students who have some transportation conflict, according to the dormitory hours, must make other arrangements with the approval of parents or guardians. Resident Student Council will handle unexcused late returns.

Study Hours:

Freshmen shall observe a closed study period from 7:00 p.m. to 10:00 p.m. each Monday through Thursday. Closed study is to be observed in dormitory rooms, the library, and the language laboratory.

Spending the Night in Another Dormitory or Room:

Friday and Saturday nights are the only nights for which permission will be granted to spend the night in another dormitory. This permission must be obtained from the house president of the dormitory to which one goes. Students must sign out on their dormitory wall cards and sign the guest register in the dormitory in which they are visiting.

Only upperclassmen may spend the night in another room in their own dormitory during the week.

Spending the Night in the Infirmary:

Students admitted to the Infirmary overnight should so indicate on the dormitory wall cards and notify the house president and resident counselor.

Social Privileges:

Upperclassmen may use their own discretion as to the number of social privileges taken during the week.

All first semester freshmen may have three social privileges per week to be used only on Friday, Saturday, and Sunday nights. Freshmen may have unexpected visitors for fifteen minutes during the week from 7:00 p.m. to 11:00 p.m. When meeting these fifteen-minute visitors, the students must sign out. If the visit exceeds fifteen minutes it is considered a late return.

Second semester freshmen with a 2.5 average may use their own discretion as to the number of privileges to be taken during the week.

Transfers will have privileges according to the class standing they are given on entrance to Queens College.

Upperclassmen may go off campus in a group of two persons after the day time limit. Freshmen, however, must be in a group of three persons. Day time limit is 7:00 p.m.

Dating:

For the first four weeks, freshmen must double date with Queens students.

When dating both off and on campus, students must sign out. Dates may be entertained on campus in such places as the parlors of Burwell Hall, the Student Center, and in the lounges of Harris Hall and Wallace Hall. Dates may be entertained in the sorority houses *only when double dating*. Violators will be dealt with by Resident Student Council.

For residents of Morrison, Long, and Watkins all dates must be met in Burwell Hall. All dates will be dismissed at the front of these residence halls. Residents of Belk Dormitory, Wallace and Harris Halls may meet and dismiss their dates in the lounges of these residence halls.

Special Permissions: (S.P.)

Special permissions may be obtained in the office of the Dean of Students from 10:00 a.m. to 12:00 noon and from 2:00 p.m. to 4:00 p.m. on Monday through Friday. Special permissions are needed for the following:

Spending the night away from campus on any occasion.
Late returns to campus.
Any other deviation from the rules.

Written Permissions from Home:

Written permissions from home must be mailed to the Dean of Students office in order that a student may spend the night away from the college at places other than her own home, the homes of Queens College students, or homes in Charlotte. A telephone call or a written invitation to the student must go

to the office of the Dean of Students for one to spend the night at a home in Charlotte. Written permission must include such information as destination, escort, and time of arrival and departure.

Weekend Absences:

Faculty regulations concerning class attendance take precedence over social regulations. Social regulations governing weekend absences from campus do not excuse students from absences from classes.

The General Permission Blank will be mailed to parents and guardians before the students arrive in September. No weekend will be granted until this blank has been filled in correctly, signed, and returned to the Dean of Students.

Upperclassmen may obtain one written permission from home. Subject to the approval of the Dean of Students, this will cover all weekend absences for one school year (Blanket Permission). This permission must be renewed by the parents at the beginning of each school year.

During the week only seniors may spend the night away from the college.

The number of weekend absences allowed is determined by class standing and scholastic averages:

Students who are on the Dean's List and maintain their standing are not governed by the listing below and may have unlimited weekend absences.

Seniors may have 12 weekend absences.

Juniors may have 10 weekend absences.

Sophomores may have 8 weekend absences.

First semester freshmen may have 4 weekend absences.

Second semester freshmen who have a C average (1.-1.4) may have 6 weekend absences. Those having a B average (1.5-2.4) may have 8 weekends.

Freshmen may begin taking their allotted weekends after the first four weeks of classes.

A student may take a "long weekend" which will count as two of her regular weekend absences. Long weekends may begin on Thursday and end on Sunday at 11:30 p.m., or they may begin on Friday and end on Monday at 6:30 p.m.
Each over-night, beyond two, taken in succession counts as an additional weekend absence.

Unexpected Late Returns to Campus:

When returning late to campus because of various difficulties, it is necessary to call the Dean of Students office to let the person on duty know of the difficulties and the late return. This courtesy does *not,* however, automatically excuse the late return. All returns within the ten-minute merit system provision will be covered by the merits, and students returning more than ten minutes late will be brought before Resident Student Council.

Informal Dress:

It is permissible to wear bermudas in the following places or on the following occasions:

In the Student Center.
On back campus.
On bicycles.
On dates only when the occasion calls for them.

Bermudas are *not* to be worn off campus when walking to the Shopping Center, etc.

Smoking:

Smoking is permitted on campus in the following places:

In all residence halls.
In the Student Center.
In the sorority houses.
In the parlors of Burwell Hall.
In the Everett Library smoking lounge.

Drinking:

Queens College does not approve the use of alcoholic beverages. This judgment is expressed both in regulations and in the expectation that students will exercise self-discipline and mature judgment.

Students are prohibited from the possession or use of alcoholic beverages on the campus of the college, or at any function, or on any trip sponsored by the college or any of the organizations within the college.

Students are not permitted to return to the campus under the influence of alcoholic beverages.

During absences from the campus either by special permission concurred in by parents or during college holidays, students are expected to act so as not to embarrass themselves, their fellow students, their families, or the college.

These regulations and principles apply equally to resident and non-resident students.

Violations of these regulations and principles will be judged by the Resident Student Council or the Day Student Council. Violators will be subject to a penalty which may be suspension.

Students who are not in sympathy with these regulations and principles or students whose parents are not in sympathy with them should not apply for admission to Queens College.

Merit System: 10 Merit Semester Plan

The following comprises the infractions and proposed number of merits to be deducted from the student's original 10 merits granted her at the beginning of each semester:

Merits	*Infractions*
5	Late returns; 1 demerit for each minute up to five. Six to 10 minutes late is an automatic 5 demerits.
3	Improper chaperonage.
2	Failure to sign out.
3	Failure to keep phone duty.
2	Failure to keep closed study (Freshmen).
1	Failure to sign in.
1	Breaking closed campus on Monday nights.
1	Improper dress.
1	Excessive noise.
2	Out of room after dormitory closing hours (Freshmen).
1	Incorrect S.P. (Failure to get S.P. in Burwell Hall will be dealt with by the individual House Councils.)
1	Breaking BUSY and ASLEEP signs.

When infractions total more than the granted 10 merits, the student will appear before Resident Student Council.

Infractions not covered in the merit system will be handled by the individual House Councils.

Attending Church:

Students are expected to uphold their personal responsibility concerning church attendance.

Automobile Regulations:

Only seniors may have cars or the use of cars on the campus. The necessity for deviation from this rule must be taken to the

office of the Dean of Students. Any infraction of this rule will be dealt with by Resident Student Council and the Dean of Students.

Seniors must sign the agreement for the use of cars before the privilege is granted.

All students may drive their parents' cars when their parents are visiting in Charlotte.

Senior resident students receiving scholarship assistance are not permitted to have cars or the use of cars on the campus. (Scholarship assistance does not include token grants.)

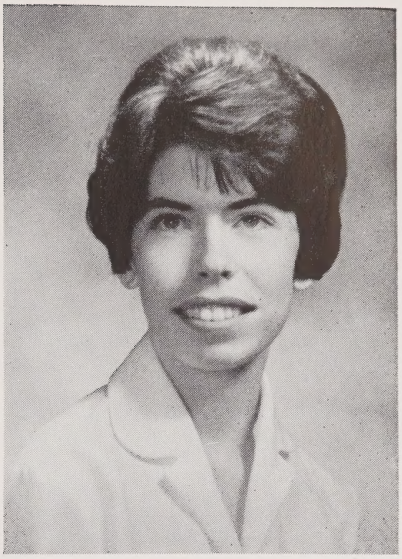
Special permission will not be granted to students when practice teaching.

Sorority House Slumber Parties:

Permission to have a slumber party in one of the sorority houses must be obtained from the office of the Dean of Students a week in advance. (Full instructions will be given by each sorority president.) Each sorority may have two slumber parties a semester to be held on Saturday nights only. Dormitory closing hours must be observed in the sorority houses.

Each Student is held responsible for her conduct if it is not in keeping with the general standards of Queens College.

Day Student Government



Diana Ashworth
President

Activities for Day Students

Day Students are urged to participate in all college activities, but they will find a special interest in the following events:

The summer party for new students.

The faculty coffee held during the Christmas season.

The after-dinner coffee held during orientation week.

Money making projects for the Day Student Scholarship fund are as follows:

The "Black Friday Auction."

The cookie sale.

A supper for resident students held on a Sunday night.

Each Christmas the Day Students provide toys, food, and clothing for some worthy family.

Resident—Non-Resident Student Relations

Visiting:

Day students are invited to visit in the college dormitories over the weekends. Day students visiting in the dormitories over-

night are requested to register with the Dean of Students and at the college switchboard.

Day students wishing to have resident students visit in their homes should have the "official" hostess call the office of the Dean of Students during the morning office hours.

Regulations:

All resident student regulations apply to day students while they are on campus.

Day students must sign the agreement for the use of cars on campus before the privilege is granted.

Concerning the regulations regarding drinking, it is important to note that when a day student entertains a resident student in her home she is expected to plan entertainment which would not be contrary to the principles of the college.

Day students usually cooperate in helping to provide transportation for off-campus retreats, class trips, and for individual resident students whenever possible.

Queens Christian Association

Claudia Johnson
President

Purpose

The purpose of the Queens Christian Association is to guide each student in her understanding of the will of God through worship, study, and action, and to relate that understanding to her individual purposes, both in personal living and in working toward the kingdom of God.

Organization

Every student, faculty member, and staff member of the college is automatically a member of the Queens Christian Association. The association is directed by a cabinet made up of a president, vice-president, secretary, treasurer, day student representative, freshman class co-ordinator, and the chairmen of the various committees. There are two faculty advisors to the cabinet.

The Queens Christian Association is affiliated with the National Student YWCA, and through this channel participates in the National Student Christian Federation and the World Student Christian Federation.

Committees

In the program of the Christian Association, there are seven areas of responsibility delegated to these committees: Campus Worship, Community Service, Human Relations, Chapel, Discussion, Publicity, and Resources. These committees plan and carry out numerous activities throughout the year. Students are given many opportunities to serve on these committees, to take part in the activities planned by these groups, and to bring the cabinet their ideas and suggestions.

Services and Activities

Among the regular activities planned by the Q.C.A. committees are chapel services, dormitory devotionals, study groups, service projects in the community, and off-campus retreats. In addition there are special seasonal activities and services.

A special week observed annually is Christian Re-emphasis Week. Services led by a visiting speaker, worship, discussion groups, fellowship gatherings, and a special closing service make this week an important part of the college year.

Recreation Association

KENT ANDERSON
President

PURPOSE

The Recreation Association strives to stimulate interest in and to plan a program of recreation to suit the needs of each student, to promote recreation for enjoyment, and to help develop a student's idea of sportsmanship.

ORGANIZATION AND MEMBERSHIP

Each student attending Queens College is a member of the Recreation Association and is entitled to enter into any sports or special activities and to use all Recreation Association facilities, subject to the college regulations.

To govern the activities of the association there is an elected council made up of a president, vice-president, secretary, treasurer, class representatives, a day student representative, a publicity chairman, a Dolphin Club representative, and a faculty advisor from the physical education department.

ACTIVITIES

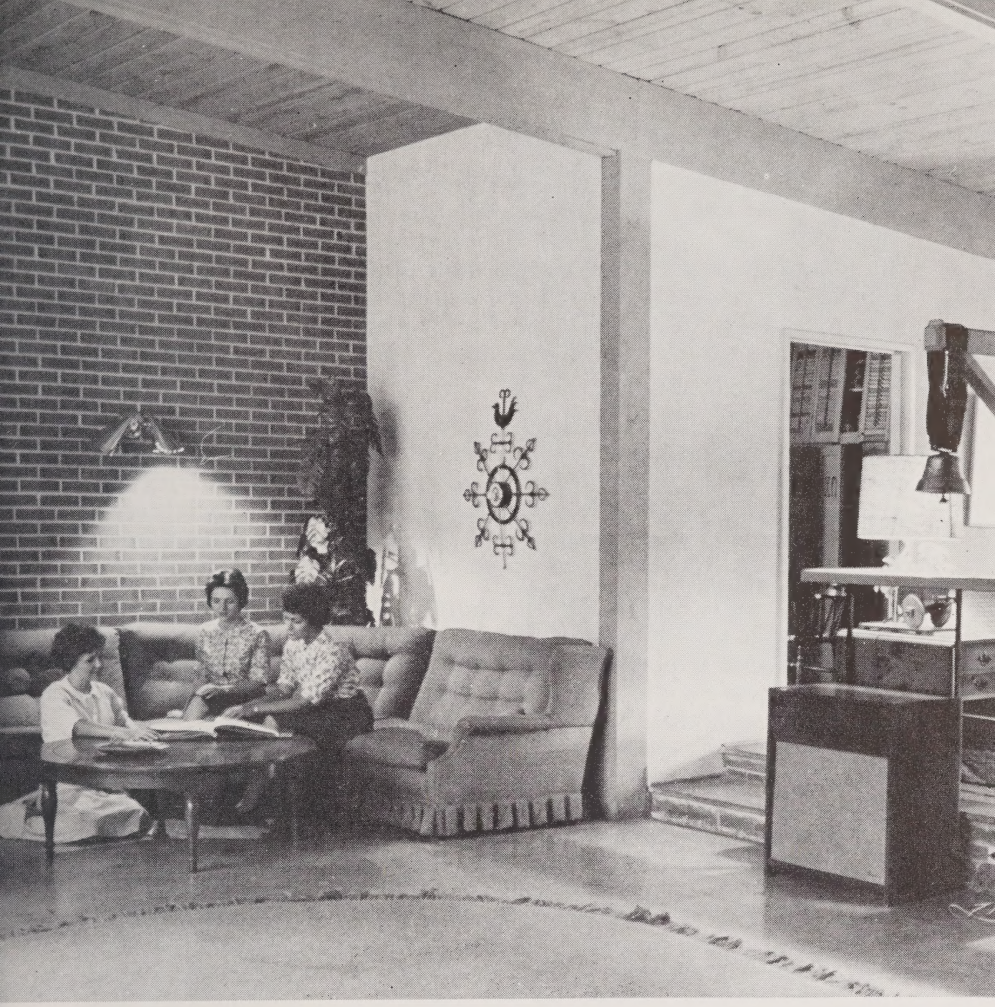
Such sports as swimming, basketball, volleyball, bicycle riding, tennis, and softball are available. Throughout the year, tournaments are held in basketball, tennis, and ping-pong. A Play

Day is held during September, and Stunt Night is in November. These are based on class competition.

Campus movies are shown once a month, and the Recreation Association also sponsors certain social events including informal combo parties.

Awards

Those achieving honors in individual and group activities are presented trophies. The Best Sportsmanship Trophy is given to a senior on Awards Day in May.



Sorority Life

Sorority Life

The Greek letter sororities are secret societies made up of women who choose to establish a close affiliation with one another for the years of their college life and thereafter as college and sorority alumnae. These sororities have as their objectives the promotion of intellectual achievements and the development of high moral and social standards. These groups strive for a spirit of cooperation with the administration, with one another, and with the independent students on the campus.

The individual sorority activities are many. Sunday night supper is served in the houses, and the sororities also have open-house once a week. Parties, banquets, dances, picnics, and other activities are given each year by the members. Each sorority also has social service projects at orphanages, hospitals, old age homes, etc. Thus, sorority life can add many worthwhile experiences to the life of a student.

Sorority life is valuable to the individual in that it serves as one way to stimulate scholarship and makes possible a phase of group training which is part of modern education. Sorority membership makes contacts for the students with those of other institutions and with sorority alumnae in the years after graduation.

Sorority Obligations

When accepting a bid to a sorority, a student automatically pledges herself to meet certain obligations:

She promises to meet all financial obligations.

She promises to maintain creditable scholarship.

All sororities require, for initiation, a scholastic average of C or above.

She promises to become a contributing member of her sorority, to share chapter responsibilities and duties, to work for the good of the sorority and Panhellenic.

The financial obligations for a sorority member are approximately $90.00. This includes pledge fee, pledge dues (per month), initiation fee, active dues (per month), and national dues (per year). The cost of the pin ranges from $10.00 to a possible $100.00. However, all of these figures vary slightly according to the individual sorority.

Panhellenic Council

ANN ALDRICH
President

On the Queens campus there are six national sororities. When a student joins one of these, she is automatically a member of the Panhellenic group. Because there are too many Panhellenic members to hold effective meetings, there is a smaller group composed of two delegates from each sorority; it is the Panhellenic Council. Since all sororities have a great deal in common in their aims, standards, and interests, they coordinate their activities through this Council which emphasizes cooperation among the groups and directs inter-sorority functions. Another responsibility of the Council is to formulate and administer rush plans, rules, and policies.

Once a year the sororities compete for the trophy given at the Inter-Sorority Sing. At Christmas, Panhellenic Council assists Q.C.A. in the White Gift Service. Then in the spring, Panhellenic sponsors a weekend of activities for all students at Queens.

All sorority women are urged to take part in the Panhellenic activities at Queens, to strive to improve their academic standing, and to enjoy the many extra-curricular activities.

Members of Panhellenic Council:

Alpha Chi Omega ..... Anne Bright
Patricia Stores
Alpha Delta Pi ..... Kathryn Browne
Meredith McCollough

Alpha Gamma Delta	Elizabeth Marsh
	Holly Hollingsworth
Chi Omega	Carolyn Lawall
	Jeannette Prevette
Kappa Delta	Rosemary Smith
	Eleanor Judd
Phi Mu	Martha Watson
	Joyce Rainwater

The members of Panhellenic Council are always willing to answer any questions concerning sororities or rush policies.

PANHELLENIC CALENDAR

September	Initiation
October	Panhellenic Dance
November	Panhellenic Workshop
March	Panhellenic Spring Weekend
April	Rush Week

Rush Week and How to Choose

Rush week is a period of from three to four days in which girls wishing to join a sorority are invited to rush parties given by the various sorority chapters.

In choosing a sorority it is unwise for a student to make a decision about a group until she has met its members and those of other groups. The "rushee" should respect and admire the standards of the group she selects.

There are no set rules for rating a sorority. The "rushee" should join the group that appeals to her; she should not be influenced by outsiders. Her own decision is the only one that is important since all groups are worthy of membership. Sororities change; the group to which relatives and friends have belonged may not be the one in which she will find her closest friends. She should, therefore, choose the sorority for the girls in the present group, not for its history or past reputation.

Details on rush are included in the Panhellenic Handbook.

Student Activities

Student Activities

Student Organizations

Queens College Choir

Admission to the choir is by audition only, with members coming from all departments of the college. Performances are varied, with the annual Christmas Vespers and the Spring Tour and Concert being the major events. Other appearances include the May Day celebration, baccalaureate service, the commencement convocation, chapel services, and off-campus performances in and near Charlotte.

The Biology Club

Any Queens College student who is interested in the field of biology may seek membership in the Biology Club. This is an organization to develop greater interest in the biological sciences and to inform students of the new developments and opportunities in the field. The club is affiliated with the North Carolina Collegiate Academy of Sciences, and Queens members attend the meeting of this group each year.

Circulo Espanol — "Entremes"

The Spanish Club is open to all students who have successfully completed one year of Spanish or its equivalent. The purpose of the club is to familiarize the members with the language, people, customs, and arts of the Spanish and Spanish American countries. The meetings are conducted entirely in Spanish.

The Dolphin Club

The Dolphin Club, a group of students skilled in swimming styles and synchronized swimming, plans and presents a water show held each spring. Membership is by try-out only, with these try-outs being held in the spring and in the fall.

The Art Club

The Art Club is an organization formed in 1961 to promote interest in and offer opportunity for learning about the arts. Membership is open to all interested students.

The Tennis Club

The Tennis Club provides the opportunity for all those interested in tennis to play for fun, exercise, and competition. A challenge ladder, from which the team is chosen, is set up to encourage practicing and playing of matches.

The Basketball Club

For those who enjoy sports the Basketball Club provides an opportunity for fun and exercise. The club sponsors informal games and tournaments aimed at improvement of skills, interclass competition and recreation.

Honorary Organizations

Orb and Sceptre

Orb and Sceptre is an honorary leadership organization which was founded at Queens College in January of 1961. It recognizes those students who have shown sensitivity and concern in the college community.

Sigma Mu

Sigma Mu is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment of seniors and juniors and to encourage independent research. Only those seniors and juniors who have done work of merit and distinction are eligible.

College Marshals

Marshals are the students who rank highest in academic standing in the three lower classes. The junior with the top average for three years serves as chief marshal. The two juniors ranking next, the two sophomores, and the two freshmen with the highest scholarship assist the chief marshal. The duty of the marshals is to serve as ushers at official college events throughout the year.

Valkyrie

Valkyrie is an honorary organization which was established on Queens campus in 1937 and is made up of six students selected from the sophomore class. Membership is based on outstanding leadership, citizenship, and scholarship exhibited during the freshman year. Valkyrie members are selected in the fall and usher at a number of college functions. The group carries on a service project during the year.

Sigma Upsilon

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and

Ale Chapter at Queens was established in May, 1951. The organization encourages writing through regular meetings at which members read and criticize their own sketches, poems, and short stories. Membership is based primarily upon creative literary ability, interest, and active participation. Members are elected each year from the upper classes. Faculty may be elected to associate membership.

Delta Omicron

Omicron Lambda chapter of Delta Omicron, international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music at the colleges having chapters, to music faculty in those colleges, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Student Publications

logos

The publication *logos* is the college literary magazine. Its purpose is to encourage and publish literary works, to foster student opinion, and to stimulate interest in current affairs. The magazine offers an opportunity for students with literary interests and aspirations to see their work in print. Poetry, fiction, essays, and book reviews are acceptable for publication, as are pen and ink sketches and illustrations.

Coronet

This is the college yearbook which provides a factual and photographic record of the year as it will be remembered by each student.

Queens Current

This is a weekly publication which includes a calendar of events on campus, announcements which concern off-campus events, editorials, and articles written by students on subjects of interest to students, faculty, and administration.

Swatches

A publication of the Student Government Association, *Swatches,* includes pictures of the new students. It is compiled during the summer months prior to the new school year, and a copy is given to each student during Orientation Week.

Traditions

College Reception

On the first Wednesday evening of the college year, a reception is given honoring new students and providing an opportunity for meeting members of the faculty and administration.

Senior Recognition and Student Matriculation

At an early chapel assembly of each year special honor is paid to the seniors and new students by the administration, faculty, and students. The president of the senior class plans a special program and presides. The faculty and seniors wear academic robes and participate in the first formal academic procession of the year.

Freshman Week

Freshman week begins rather unexpectedly sometime shortly after the beginning of college in the fall. This week is planned and carried out by the sophomore class in an effort to "officially" welcome the freshmen to Queens.

Concert and Lecture Series

As a part of the year's program of educational assemblies, the college sponsors a series of lectures and concerts by speakers and artists from the fields of science, literature, politics, music, art, drama, international relations, education, and sociology. In addition, there are art films throughout the year.

These programs are presented at noon convocations and in the evenings. There is a cooperative arrangement for events produced by the Charlotte Symphony, the Charlotte Opera Association, and the Little Theater. The series is financed by the student activity fee and is planned by committees of faculty and students.

Stunt Night

The annual inter-class Stunt Night, sponsored by the Recreation Association, is held the last Tuesday night before the Thanksgiving holidays. Each class elects two students to serve as stunt night co-chairmen. Various members of each class participate in an on-stage skit, while the remainder of the class makes up a gallery. The script, costumes, music, and set should

show originality and ingenuity. After the script has been written it is submitted to the Dean of Students for approval. The expenses for each stunt must not exceed $5.00. This money is raised by the class. The judges of the stunts consist of members of the faculty and staff of the college. Each year two trophies are awarded: one to the class presenting the best stunt and one to the class with the best gallery.

Christmas Celebration

Boar's Head Dinner: In keeping with the English tradition which forms such an important part in the background of Queens College, Charlotte, the annual Boar's Head Dinner, a part of the tradition of Queens College, Oxford, has become one of the most cherished events of the year. This dinner is the last formal event before the departure for the Christmas holidays. After the dinner, students gather around the Christmas tree in Burwell Hall and listen while girls who have received engagement rings or fraternity pins since the previous Christmas "tell the President" their news. Immediately following these activities, a special Christmas worship service in Belk Chapel is presented by the freshman class.
Vespers: An inspirational Christmas program is given the Sunday before the holidays by Q.C.A. and the Queens College Choir.

Student Government Installation

The President of the Student Government Association and the Dean of Students plan a day in the spring when the student body officers are officially installed in a special chapel program.

May Day

In a colorful pageant sponsored by the May Day Committee, Queens crowns her Queen of the May during the annual May Day festivities. The queen and her court are elected from all four classes; the queen is always a senior.

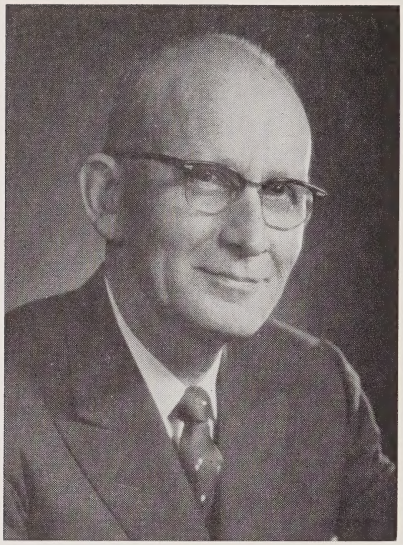
Awards Day

Each May there is a day for the presentation of all cups, trophies, and honors that have been won by individuals and campus organizations throughout the year.

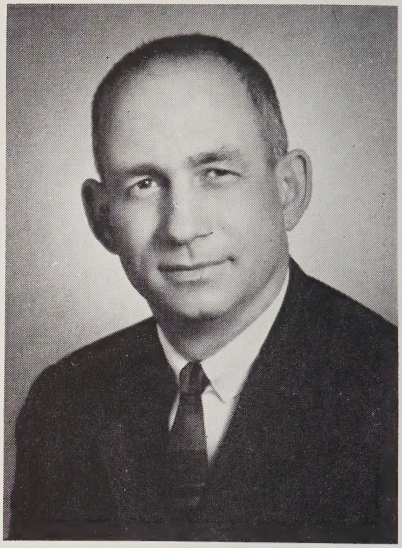
Senior Week

Near the end of the school year a special week of activities is planned for the seniors who are approaching graduation. The highlight of the week is "Skip-day" when seniors are excused from all classes.

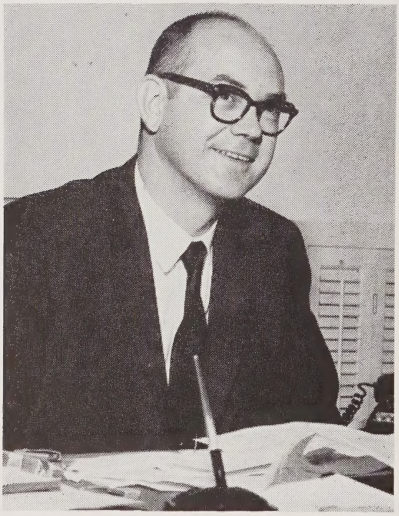
Administration



Dr. Edwin R. Walker
President

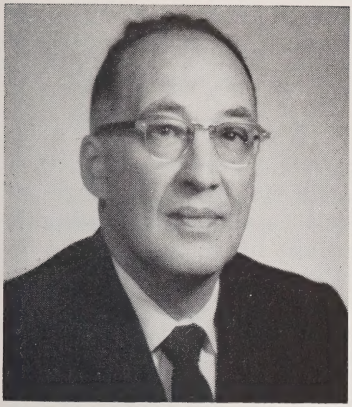


Dr. Jack W. Rollow
Vice-President

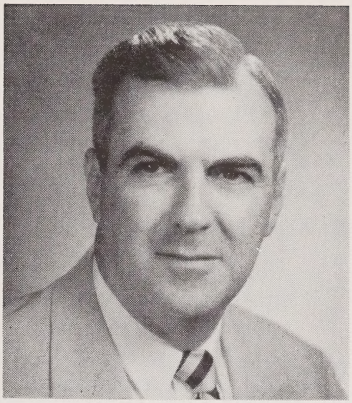


Dr. Herbert E. Babb
Dean of the College

Mrs. Ann S. Gebhardt
Dean of Students

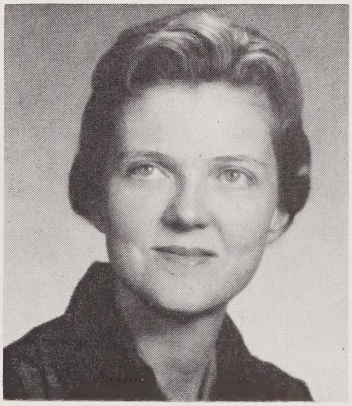


Mr. Don Farquharson
Treasurer



Mr. George S. Kilner
Business Manager

Miss Mildred L. Miscally
Director of Public Relations



Miss Catherine M. Atkins
Registrar

Faculty Regulations

Class Attendance

Assumptions:

It is assumed that students who are admitted to the college are capable of doing college work and are capable of a reasonable level of performance in the execution of responsibilities in connection with other aspects of campus life. Diligence in the execution of responsibilities is not essentially related to intellectual ability, but the need for such diligence is a desirable goal for all students.

Class attendance itself is not a goal of the institution. It is a most important means to the accomplishment of the unique responsibilities of the institution; but excessive emphasis upon this means, as upon grades, may result in a clouding of the real purposes of the institution and may make the accomplishment of these purposes more difficult or even impossible.

While development toward intellectual maturity is the primary goal of the college, it is not the only desirable goal students must reach successfully during the years they are at Queens.

Participation in class work is not merely a personal and private responsibility. It also entails an individual's responsibility to the class group, the professor, parents, and the entire college community.

Policy:

Students are expected to keep all regular academic appointments. Instructors should discuss their own attitudes regarding the importance of regular class attendance at an early meeting of their classes.

At Queens, class attendance is primarily the responsibility of the student; and students are responsible for all assignments and all materials treated in class. Instructors are not expected to repeat class work or to tutor individually students who miss class. In instances where absences are due to illness or extreme emergency, students should receive every consideration from faculty members.

General procedure to be followed when a student's work is not commensurate with her ability or when it is below the accepted standards of the college (procedures to be initiated at any time during the semester when poor work is detected):

Instructor-student conference.

Communication with student's advisor if the student's work does not show improvement after a reasonable period of time.

Student-advisor conference.

Advisor-dean conference at the discretion of the student or advisor. The student, advisor, and dean may decide the further action indicated. This may include:

Notification of parents or guardian.

Placing the student on required attendance.

Loss of credit for the course. This should be applied only after the steps above have failed to produce results.

Special Policies:

Any students absent from class within the 24 hour period immediately before or after a holiday without being excused by the Dean of the College will be placed on the required attendance list for all classes for eight weeks following the end of the holiday.

A student on the required attendance list must attend all classes except one class meeting in each course, missed at her discretion. Students on required attendance may be excused by the Dean of the College, such excuses to be granted usually only in case of personal illness or serious illness or death in the family

Any student on required attendance who has an unexcused absence at mid-semester will be placed on required attendance for eight additional weeks. When a student is on required attendance through the last half of a semester and had an unexcused absence, .5 of a quality point will be deducted for each class missed, but not more than (1.0) quality point will be deducted per class day.

Attendance at College Exercises

All students are expected to attend chapel on Monday and Friday, assembly on Wednesday, and convocations that are announced throughout the year. Freshmen are required to attend assembly on Thursday.

Each student shall be allowed a maximum of seven chapel or assembly absences per semester. Any cuts in excess of seven will result in the loss of two quality points per cut.

All candidates for degrees are required to be present for commencement rehearsal, baccalaureate service, and the commencement convocation.

Tests and Examinations

Permission to make up tests and final examinations must be received from the Dean of the College or from the Dean of Students.

Grading and Quality Point System

A—exceptional work .... 3 quality points per semester hour

B—good work ..... 2 quality points per semester hour

C—average work ..... 1 quality point per semester hour

D—poor work ..... 0 quality points per semester hour

F—failing work .... minus 1 quality point per semester hour

E—conditioned failure given at the discretion of the instructor; this grade may be changed to D or F after a re-examination.

I—incomplete work; when this work is completed the student may receive any grade from A to F.

Activity Hour courses are graded satisfactory (S) or unsatisfactory (U).

Students receiving grades below C at mid-semester will be notified. At the end of each semester, grades will be reported for all academic courses and activity hours.

Requirements for Class Standing and Graduation

The requirement for graduation is a minimum of 120 semester hours with a cumulative quality point average of at least 1.0 and a specified program of activity hours as stated in the Queens College catalogue.

	Semester Hours	*Quality Points*
Sophomore	24	18
Junior	54	48
Senior	90	84
Graduation	120	120

Eligibility to Continue

To remain in college a student must pass 18 semester hours of work during a session with a quality point average as follows:

.5 to return the second year
.8 to return the third year
.9 to return the fourth year

Dean's List

The Dean's List consists of names of students achieving unusually high scholarship. Students on this list must carry not less than 15 semester hours and must achieve not less than three A's and two B's in academic subjects. Students who are doing practice teaching and carrying only 12 hours of work must have three A's and one B in academic subjects.

Eligibility (to represent the college and hold office)

Students (including transfers) who maintain a quality point average of 1.0 or more the preceding semester are on the list of eligibility during the current semester.

Freshmen are considered on the list of eligibility until mid-semester.

Eligibility also depends upon chapel and assembly attendance.

Students on probation are not eligible to represent the college.

Adjustments To Be Made in Rooms

If new light bulbs, bathroom repairs, or light fixture changes are needed, students file their requests on a form provided at the switchboard, where the maintenance engineer will collect all requests and attend to them in the order in which they were filed.

Electrical Equipment

In view of fire and insurance regulations and requirements, only the following electrical appliances may be used in the rooms: radios, record players, irons, hair dryers, sewing machines, electric razors, fans, and coffee pots. No other electrical appliances and/or equipment may be permitted in the rooms.

College Property

Queens does not collect a regular breakage fee. If, through some accident, students damage or break college property, they will naturally wish to help defray the expense of repairs. Damage to walls, windows, and furniture, through the use of tacks and pencils, or by an unnecessary abuse will be estimated and charged to the students. *Students are not permitted to move furniture from one room to another without permission from the Business Office,* nor are they permitted to attach pictures and other ornaments to the walls or doors. Dishes, glasses, or silverware are not to be taken from the dining room.

Care and Furnishing of Rooms

Students are expected to keep their own rooms in order. Each student provides her own bed linens, blankets, towels, and other linens. Often roommates enjoy selecting together their rugs, curtains, and other furnishings. The approximate dimensions for windows and closets in Long, Morrison, and Watkins Dormitories are as follows: windows, 72 by 40 inches; closet openings, 80 by 30 inches. (Closets in Long, Watkins, and Morrison Dormitories do not have doors.) The dimensions for windows in Belk Dormitory are 62 inches wide and 58 inches long.

Telephones and Telegrams

Students may use pay telephones in dormitories for local and

long distance calls. Local telephones may be used for incoming calls to students and for campus calls. Calls should not exceed five minutes. This is regulated by the House Council in each dormitory.

Students sending telegrams may use any of the pay telephones. Telegrams are to be paid for when sent.

Trunks

At an announced date, trunks and hand luggage will be stored in attics and basements of the dormitories. Trunks and hand luggage cannot be stored in the hallways because of fire regulations; and, of course, good housekeeping will not permit it.

Salesmen on Campus

No person on or off campus shall sell or advertise for sale any merchandise on the campus without approval of the college administration. Students are to report to the office of the Dean of Students the presence of any unauthorized persons.

College Bank

The college provides a student bank, located on the first floor of Burwell Hall; and students are urged to use it for the safekeeping of their money. Money may be deposited or withdrawn during the banking hours which are from 10:00 a.m. to 12:00 noon and from 2:00 p.m. to 4:00 p.m., Monday through Friday. The college bank does not handle checking accounts.

The Student Center

The Student Center houses the post office; the book store; lounge, recreation, and eating areas; and Student Government offices.

Post Office:

Each resident student and day student will be assigned a post office box at the beginning of each scholastic year. Mail should be addressed: Queens College, Charlotte 7, North Carolina. The post office is under college and government supervision. It handles all incoming mail, except special delivery mail; but it does not handle money orders, outgoing C.O.D. mail, outgoing packages, insurance of packages, or registry of first class mail.

Books:

In the Student Center students may purchase textbooks, stationery and school supplies. Because these are sold at a minimum profit, business is done on a cash basis.

Printing and Duplicating

All printing and duplicating of programs, handbooks, or pamphlets for student organizations is handled through the Public Relations office. The Director of Public Relations will assist with the planning of printing. Material should be submitted at least two weeks before printed piece is needed.

Newspaper Publicity

The Director of Public Relations will publicize campus events. Material should be submitted at least a week in advance.

Dining Room and Food Services

Hours:

Meal hours are as follows. The doors will be closed ten minutes after the ringing of the bell.

	Monday-Friday	*Saturday*	*Sunday*
Breakfast	7:15 a.m.-8:15 a.m.	7:15 a.m.-8:15 a.m.	8:15 a.m.-9:00 a.m.
Lunch	12:00-1:10 p.m.	11:30 a.m.-12:30 p.m.	1:00 p.m.
Dinner	6:00 p.m.	5:15 p.m.-6:00 p.m.	5:30 p.m.

Prices for guests:

	Monday-Friday	*Saturday*	*Sunday*
Breakfast	$ .45	$ .45	$ .45
Lunch	$ .75	$ .75	$1.00
Dinner	$1.00	$1.50	$ .75

Meals will be served only in the college Dining Hall and in the Infirmary.

Dress:

No student is to enter the Dining Hall improperly dressed. Scarfs are not to be worn during meals. When after dinner coffee is served in the parlors of Burwell, students are requested to wear suitable dress.

Special Occasions and Guests:

At formal dinners students remain standing until guests are

seated. After dinner, students rise with the guests and remain standing until they leave.

Meal tickets for guests are purchased in the dining room from the hostess.

Other Food Services:

Any organization wishing help from the college dining hall in planning refreshments and meals for special occasions should make arrangements with the office of the Dean of Students. This should be done ten days prior to the occasion. No food is to be taken from the area where served, with the exception of fruit, candy, crackers, ice cream sticks and cups, and bag lunches.

Information Concerning Student Health

The health of the student is the direct responsibility of the office of the Dean of Students and the college physician. Three registered nurses assist in carrying out the health program; one nurse is available at all hours. In case of an emergency, students should have the resident counselor or the house president call or go to the Infirmary immediately.

Information Necessary for All Students:

Each new student is required to have a health examination by her own physician before entering the college.

Other students must have annual summer check-ups by their physicians.

If any required immunizations have not been completed before registration, the student must have them done at her own expense.

Infirmary Regulations:

Each bed-patient should take to the Infirmary the following items: toothbrush and paste, wash cloth, soap, towel, pajamas, and one blanket.

Infirmary regulations will be posted, and hours for treatment must be observed except for emergencies. Weighing must be done during consultation hours.

The college physician will hold free clinics at stated hours twice each week. If it is necessary to call a physician for a student at any other time, the cost of the visit will be borne by the patient.

Appointments with doctors and dentists are to be made by the college nurses or the Dean of Students. Students must provide their own transportation to doctors' offices.

Individuals who take special medication for allergies, diabetes, etc., must notify the Infirmary staff. The student must pay for any prescription ordered for her.

Food will be served only to patients confined to the Infirmary, and absolute quiet is necessary after the supper hour.

Relatives of the patients and faculty members may visit any time from 7:30 a.m. until 8:00 p.m. every day. A patient's roommate may visit for 15 minutes a day between 3:00 and 5:00 p.m. Any exception to this rule must be made through the Dean of Student's office.

Hospitalization:

At the discretion of her physician, a student may be sent to the hospital for treatment or surgery. Usually no operation will be performed, however, without the consent of parents or of guardians.

No student may leave the hospital without proper dismissal by her physician who will notify the college. She may return home or to the college but will not go elsewhere without permission from the Dean of Students.

Physical Education:

All students taking physical education activity courses are required to have uniforms. The bermudas and shirts which cost approximately $9.00 are to be purchased in the student store. Each student will need tennis shoes (preferably white) and white athletic socks. The college furnishes bathing suits. Students furnish their bathing caps.

Queens Cues

Cues for Freshmen

Making summer plans . . .

September is almost at hand and everyone is quite busy—you should be too! Don't wait until the last minute to "get ready." You need to have your name on many of your belongings. All of your sheets and towels need to be marked and most of your clothes should be, too. Re-read all the instructions from the college and this *Student Handbook*. You have probably received notes from your student advisor during the summer and from other Queens students and staff. Do not hesitate to ask any questions which may arise, when you answer these letters.

About your clothes . . .

It is important for you to get your clothes ready ahead of time, but do not spend days and days shopping. You will enjoy buying clothes in Charlotte. A fashion show will be presented by the students during orientation week and will give you a good idea of the type of clothes that you will need.

For taking care of your clothes you will probably need an iron but not an ironing board. You will also need a large laundry bag. The laundry regulations change from year to year—you will receive a copy of regulations soon after your arrival at Queens. Washing machines, driers, and a dry cleaning machine are located on the ground floor of the new dormitory on campus.

There are several articles of clothing that you will need. A white dress or white skirt and blouse will be a *must!* You will also need a simple, short formal or cocktail dress. May we suggest that you bring more tailored clothing for on-campus wear—it makes washing and ironing much easier.

About the furnishing of your room . . .

Your dormitory room will be as cheerful and "homey" as you make it. Write to your roommate when you receive her name and address, and decide who will bring what. Remember, there are many things you can purchase here in Charlotte to make your packing easier.

The windows in Long and Watkins are 72" x 80". There are two windows in each room, but these windows are side by side. The above measurement includes the width of the two windows together. In the corner rooms there are four windows.

The windows in Belk are 62" wide and 58" long. There is one window in each room. Most students find that panel curtains or cafe curtains are perhaps more practical than the ruffled type. They are easier to hang and easier to iron. All curtain rods are furnished.

Each room is furnished with two single beds. You and your roommate could both bring a set of single spreads and enjoy a change. If you prefer, however, the two of you could shop together for one set.

You will find that you will need at least six sheets (contours are nice!) and probably four pillow cases. One heavy blanket will be sufficient.

At least six or eight towels and wash cloths or several towel sets are necessary. If you will be living in Long or Watkins, you may want to bring a bath mat.

Some type of washable scatter rug is practical and adds to the appearance of the room.

There are other furnishings that you may need. An extra pillow for propping up in bed to study might be helpful. You will enjoy a radio or record player, but *no* T.V. sets, please. An alarm clock is almost a necessity. Bulletin boards are provided in each room, so do not try to bring one. Such things as a blotter for your desk and snapshots from home help brighten up your room.

If you live in Long or Watkins you will need a closet curtain. (The closet opening measures 80" x 30".) The closets in Belk have sliding doors.

You will need a waste basket and small drying rack. Such items as these are perhaps easier to purchase in Charlotte than to bring from home.

About your arrival . . .

There is an orientation program for all new students. There are discussion groups and informal talks about all phases of college life. Charlotte has many nice places for your parents to stay—the Barringer Hotel and Manger Motel, both on North Tryon Street, the Coliseum Motel on Independence Boulevard, and others.

Let your F.A.C. and roommate know where and when you will be arriving. It would be nice to have someone waiting to meet you.

About orientation week . . .

Orientation week will be full of fun — things to learn, and places to go. Its purpose is to help you learn about life at Queens. There will be discussion groups, parties to attend, and conferences with your faculty advisor. The Recreation Association sponsors a skit night, and Queens Christian Association a retreat. The Social Committee plans a dance as well as a fashion show.

About your social life at Queens . . .

Among the many social events of the year, the Christmas and May Day weekends have a special place. The Christmas dance will be held on campus and will be semi-formal. The May Day dance will be formal.

Panhellenic Council and the Recreation Association will sponsor combo parties throughout the year and the Panhellenic weekend will be held in March. You will be told more about these weekends later.

About money matters . . .

Before you come, it is a good idea to plan a few financial matters with your family. Decide how much spending money you will need and when you will get it. (You will need $50 for books at the first of the year). Many girls find that checking accounts are convenient. If you do not have a checking account, however, you can deposit money in the college bank for safe keeping and draw it out whenever necessary. Often parents find that it is convenient to deposit a definite sum in the college bank at certain times of the year. If you do have a checking account, the college bank is a good place to cash checks.

About your talents . . .

Queens needs you. The college always needs new ideas and talents. There are campus organizations and clubs to suit you. Read over the section of this handbook entitled "Student Activities." If you budget your time well, you will be able to participate in several activities and still have plenty of time for studying.

And how does all this add up? The total is Queens College. You are entering a new community and you are leaving home, but be sure to keep in touch.

THE CONSTITUTION

OF THE

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Queens College, believe the theory behind the development of student government rests on the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. Through a student government the worth of each individual and the value of her contribution may be recognized; and as free citizens of the college community, students have the right to question the foundations of the rules to which they are held accountable and to voice their opinions in an honest and intelligent way on matters that concern them and their college.

Article I—Name

The name of this organization shall be the Student Government Association of Queens College.

Article II—Purpose

The purpose of the Student Government Association shall be to foster self government, administer rules of government, enact legislation governing student life, and carry out the program of student activities.

Article III—Membership

All students of Queens College are members of this organization, providing they have fulfilled the requirement of accepting the Honor System and have indicated their understanding of the Queens College *Student Handbook*.

Article IV—Advisory Committee

There shall be to the Student Government Association an Advisory Committee composed of the President of the College, who will act as chairman; the Dean of the College; and the Dean of Students, who will act as a means of communication between the committee and the student body. This committee shall review legislation of the Student Government Association for approval or veto and shall advise the Student Legislature or other organizations and officers of the Student Government Association as requested.

Article V—Officers

A. The officers of the Student Government Association shall be elected by the members of the Student Government Association according to the election procedure described in Article III of the By-Laws of this constitution.

B. President of the Student Government Association whose duties shall be:

1. To plan agenda for and preside at all meetings of the student body.
2. To plan agenda for and preside at all meetings of the Student Legislature.
3. To call special meetings of these two groups.
4. To serve as the official representative of the student body.
5. To appoint in conference with the Dean of Students all standing committees with the approval of the Student Legislature.
6. To submit her work to the judgment of the Student Legislature.
7. To act as a member *ex-officio* of the Judicial Board.

8. To meet once a week with the Dean of Students.
9. To investigate the work of any Student Government official if necessary.
10. To act as chairman of the Executive Committee.
11. To invite to Student Legislature meetings any member of the student body who has a particular interest in the business that is being taken up at any given meeting.

C. First vice-president of the Student Government Association whose duties shall be:

1. To call and preside over all meetings of the resident students and the Resident Student Council.
2. To meet once a week with the Dean of Students.
3. To assist the president of the Student Government Association by acting as assistant representative of the student body.
4. To assume the duties of the president of the Student Government Association in case of the president's absence, resignation, or withdrawal until a new election can be held.
5. To act as a member of the Executive Committee.

D. Second vice-president of the Student Government Association whose duties shall be:

1. To call and preside over all meetings of the day students and the Day Student Council.
2. To meet once a week with the Dean of Students.
3. To appoint in conference with the Dean of Students a day student who shall act as the editor of *Swatches*.
4. To act as a member of the Executive Committee.

E. Secretary of the Student Government Association whose duties shall be:

1. To keep in permanent form the minutes of the meetings of the Executive Committee and of the Student Legislature.
2. To attend to the correspondence of the student body, Student Legislature, and the Executive Committee.
3. To type and submit for the Advisory Committee's approval any bill legislated by the Student Legislature.
4. To keep on file all synoptic reports.
5. To act as publicity chairman of the Student Legislature.
6. To act as a member of the Executive Committee.

F. Treasurer of the Student Government Association whose duties shall be:

1. To keep a permanent record of all receipts and expenditures of the Student Government Association.
2. To present a report of receipts and expenditures at each meeting of the Student Legislature and upon request at meetings of the Student Government Association.
3. To act in the capacity of financial head of the Student Government Association.
4. To formulate a tentative budget for the Student Government Association for each academic year and to present to Student Legislature this budget for discussion.
5. To serve as permanent chairman of the Student Budget Committee and

to assist the financial officers of each organization in preparing their budgets.

6. To investigate the budget of any Student Government Association organization.
7. To meet with the Treasurer of the college in the formulation of the budget of the Student Government Association.
8. To present the books of the Student Government Association to the Treasurer of the college for audit during the last week of February.
9. In paying Student Government obligations, the treasurer of the Student Government Association will have a check drawn by the Treasurer of the college and signed by both the Treasurer and the Assistant to the Treasurer of the college.
10. To act as a member of the Executive Committee.

G. National Student Association coordinator whose duties shall be:

1. To represent and/or arrange for the representation of the school at all regional and national meetings.
2. To refer all NSA programs and materials to proper student and campus agencies and to administer those programs which no other group is equipped to handle.
3. To correspond regularly with the regional and national officers of NSA and to maintain liaison with these levels of the organization.
4. To serve as a resource and information assistant in all activities of the Student Government Association.
5. To appoint with the approval of the Student Legislature any committee for the carrying out of NSA activities.
6. To act as a member of the Executive Committee.

H. Judicial Board chairman whose duty shall be to preside over all meetings of the Judicial Board, to act as a member of the Executive Committee, and to provide for the education of the student body and faculty in all matters related to the Honor Code.

Article VI—Resident Student Council

A. Purpose: The purpose of the Resident Student Council shall be to execute and enforce the social regulations of the Student Government Association, and to submit to the Student Legislature, for approval or rejection, any legislation regarding the regulations of the resident students.

B. Officers:

1. Elected by the resident student body from the senior class:
   a. A first vice-president of Student Government Association.
   b. Hall presidents for each residence hall in which seniors reside.
2. Elected by the resident student body from the junior or senior classes: Hall presidents for all residence halls in which seniors do not reside.
3. Elected by the resident student body from the junior class: A vice-president and a secretary to the council.
4. Elected by the resident student body from the sophomore class: A treasurer to the council.
5. Elected by the freshman class from the freshman class: A class representative to the council to be chosen at the end of the first quarter.

C. Duties:

1. The duties of the first vice-president shall be: (see Article V, Sec. C).

2. The duties of the vice-president of the Resident Student Council shall be:
   a. To assume the duties of the president in case of the absence or resignation of that officer until another election can be held. A new president must be elected within two weeks after the resignation of the former president becomes effective.
   b. To assist the president in execution of her duties.
   c. To draw up recommendations of RSC to be presented to Student Legislature.
3. The duties of the resident hall presidents shall be:
   a. To keep order in her residence hall.
   b. To call and preside over all meetings of the residence hall.
   c. To conduct an election of a Hall Council to assist her in the execution of her duties.
4. The duty of the secretary shall be to keep in permanent form the minutes of the RSC.
5. The duties of the treasurer shall be:
   a. To have charge of and keep records of the finances of the organization.
   b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of the coming year.
   c. To order the supplies of the organization.
   d. To serve as a member of the Student Budget Committee.

Article VII—Day Student Council

A. Purpose: The purpose of the Day Student Council shall be to execute and enforce the regulations of the Student Government Association related to day students and to bring before the Student Legislature any problems or legislation related to day students.

B. Officers and Members:
   1. Elected by the day student body from the senior class: A second vice-president of Student Government Association.
   2. Elected by the day student body from the senior or junior class: A vice-president to the council.
   3. Elected by the day student body from the junior class: A secretary to the council.
   4. Elected by the day student body from the sophomore class: A treasurer to the council.
   5. Elected by the freshman class: A freshman representative to Day Student Council.

C. Duties:
   1. The duties of the second vice-president of Student Government Association shall be: (see Article V, Sec. D).
   2. The duties of the vice-president shall be:
      a. To assume the duties of the president in case of the absence or resignation of that officer until another election can be held. A new president must be elected within two weeks after the resignation of the former president becomes effective.
      b. To be responsible for the day student area in the Student Center.
      c. To assist the president in the execution of her duties.

3. The duties of the secretary shall be:
   a. To keep in permanent form the minutes of DSC and the day student body.
   b. To attend to all correspondence of the DSC and the day student body.
4. The duties of the treasurer shall be:
   a. To have charge of the finances of the DSC and the day student body.
   b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of the coming year.
   c. To order the supplies of the DSC and the day student body.
   d. To serve as a member of the Student Budget Committee.

Article VIII—Student Legislature

A. Purpose: The purpose of the Student Legislature shall be to initiate, pass, and bring to the Student Government Association for final decision such constructive legislative bills as it shall deem advisable.

B. Initiative: A legislative measure may be initiated by any member of the Student Government Association provided that measure has been put in correct form by the Draft Committee.

C. Procedure: Any student or organization wishing to bring a measure before the Student Legislature must take the measure before the Draft Committee. The Draft Committee will put this measure in the form of a bill and will turn the bill over to the Student Legislature for approval or veto. All measures must be taken before the Draft Committee before they can be considered by the Student Legislature.

D. Any bill passed by the Student Legislature must be approved by the Student Government Association and the Advisory Board before it becomes a law.

E. Members of the Student Legislature shall be: the president of the Student Government Association as chairman, the first vice-president of the Student Government Association, the second vice-president of the Student Government Association, the secretary of the Student Government Association, the treasurer of the Student Government Association, the National Student Association coordinator, the presidents of the senior, junior, sophomore, and freshman classes, the president of the Recreation Association, the president of the Queens Christian Association, the president of Panhellenic Council, the editors of *logos, Coronet,* and *Queens Current,* and Judicial Board chairman.

F. All meetings of the Student Legislature will be open to the members of the Student Government Association.

G. The Student Legislature will have a regular meeting every other week at which time a synoptic report will be given by each member. Special meetings may be called by the president of the Student Government Association.

Article IX—Judicial Board

A. The Judicial Board shall have two functions: to insure the understanding and effective working of the Honor Code, and to insure each individual the protection of her rights.

B. The following fundamentals constitute the Honor Code:

1. That each student shall be truthful at all times.
2. That each student shall respect the property of others.

3. That each student shall be entirely honest on all tests, term papers, examinations, and other pledged work.

C. For any violations of the above principles each student shall report herself to the Judicial Board within twenty-four hours after the misdemeanor. If this is not done, any witness or possessor of evidence must report the student to the Judicial Board immediately.

D. Officers and Members:

1. Judicial Board chairman who shall have had at least one year previous experience on the Judicial Board prior to her election as chairman.
2. Five members from the Student Government Association, two juniors elected to serve for two years. Two members elected at large and one junior elected to serve for one year.
3. Members *ex-officio:*

a. President of the Student Government Association.
b. Hall president of student being tried if the case is one of appeal.

E. Jurisdiction: The Judicial Board shall have jurisdiction over the following:

1. Breaches of academic honesty.
2. Lying.
3. Stealing.
4. Any case appealed from the Resident Student Council.

F. Powers:

1. The Judicial Board has the power to investigate and take action in any case involving an infraction of the above.
2. The Judicial Board may call on any member of the Advisory Committee for assistance.
3. The Judicial Board has the right to hear any case appealed from the Resident Student Council that it deems worthy.
4. Any decision by the Judicial Board is subject to review by the Advisory Committee.

G. Penalties:

1. Upon agreement of the Judicial Board and the Advisory Committee a sentence of suspension or expulsion shall be referred to the President of the College.
2. In individual cases involving extenuating circumstances, the Judicial Board and the Advisory Committee shall agree upon an amendment to the penalty.

H. Meetings: The Judicial Board shall meet when necessary at the call of the chairman.

I. Oath of Office: "As a member of the Judicial Board of Queens College I shall endeavor to the best of my ability to perform those duties pertaining to my office. If I violate or have knowledge that another student has violated the Honor Code, I shall report myself or that person to the Judicial Board. I will endeavor to make the Honor Code a positive force in student living."

Article X—Publications Board

A. Purpose: The purpose of the Publications Board is:

1. To coordinate plans and endeavor to improve the publications of the Student Government Association.
2. To approve student publications contracts.

3. To make suggestions for faculty advisors to the publications. These advisors shall be chosen by the staffs of the publications.

B. Chairman and Members:

1. Chairman:
   a. In the spring of each year, following the Student Government elections, the newly elected president of the Student Government Association shall call a meeting of the Publications Board for the purpose of selecting a chairman of the Board.
   b. The Publications Board shall have as its chairman a student member of the Board.
2. Members:
   a. Editor and business manager of the *Coronet.*
   b. Editor and business manager of *logos.*
   c. Editor of the Queens College *Student Handbook.*
   d. Editor of the *Queens Current.*
   e. Director of Public Relations.
   f. Treasurer of the College.
   g. Faculty advisor of *Coronet, logos,* and *Queens Current.*
   h. Dean of Students shall be a member *ex-officio.*

C. Each member of the Publications Board shall be entitled to one vote in all voting matters.

D. The Publications Board shall meet when necessary at the call of the chairman.

E. Four members of the Publications Board shall constitute a quorum; one of these shall be the Director of Public Relations or the Treasurer of the College.

F. Duties:

1. The duties of the editor of the *Coronet:*
   a. To supervise the publication of the yearbook, the *Coronet.*
   b. To appoint a business manager of the *Coronet,* an advertising manager, class editors, and other staff members.
   c. To advise any staff member when necessary.
   d. To maintain the *Coronet* office.
   e. To hold regular staff meetings every two weeks.
   f. To plan the lay-out of the *Coronet* before June of the year in which she is elected.
2. The duties of the editor of *logos* shall be:
   a. To supervise the editions of *logos.*
   b. To appoint assistant editors and a business manager.
   c. To plan agenda for and preside at regular staff meetings, the time and the place to be determined by the editor and the staff.
3. The duties of the editor of the *Queens Current* shall be:
   a. To supervise the publication of the weekly *Queens Current.*
   b. To appoint staff members.
4. The duties of the editor of the *Student Handbook* shall be:
   a. To plan and edit the *Student Handbook* with the Dean of Students as official advisor.
   b. To appoint assistants.
5. The duties of the Public Relations Director and the Treasurer of the college as members of the Publications Board shall be to serve as the technical and financial advisors, respectively, of the *Coronet, logos, Student Handbook,* and *Queens Current.*

Article XI—Standing Committees

A. Regular Standing Committees:

1. The Executive Committee which shall have as its chairman the president of the Student Government Association.
2. The Student Budget Committee which shall have as its chairman the treasurer of the Student Government Association.

B. Appointed by the president of the Student Government Association and the Dean of Students with the approval of the Student Legislature:

1. A Draft Committee which shall draw up the petitions and bills for the Student Legislature. This committee does not have the power to reject or accept requests by groups or any member of the Student Government Association.
2. A Handbook Committee and chairman who shall be responsible for printing and editing of the *Student Handbook*.
3. A student representative to the Concert Series Committee who shall be a member of the sophomore, junior, or senior class.
4. A student representative to the Lecture Series Committee who shall be a member of the sophomore, junior, or senior class.
5. A Campus Drives Committee which shall be responsible for the selection and/or sponsoring of drives in answer to requests.

C. Appointed by the president of the Student Government Association, the Dean of Students, and the outgoing committee chairman with the approval of the Student Legislature:

1. A chairman of the Orientation Committee to be responsible for the planning of the orientation program and a follow-up program.
2. A chairman of the Dance Committee to be responsible for the organizing of social functions.
3. A chairman of the Social Standards Committee to be responsible for promoting good etiquette, attractive personal appearance, and gracious living.

Article XII—Amendments

The constitution may be amended by a two-thirds vote of the members present at any meeting of the Student Government Association held for that purpose, but the amendment must be proposed at a meeting of the Student Government Association at least one week before action is taken on it. The amendment must be approved by the Advisory Committee.

Article XIII—Right of Petition

All students have the right to bring petitions before any branch of the Student Government Association. A petition must be signed by twenty-five per cent of the members of the Student Government Association and be presented to the president of the association.

Article XIV—Membership

All members of the Student Government Association shall be members of the Queens Christian Association and the Recreation Association.

BY-LAWS

Article I—Quorum

The members present at a meeting of the Student Government Association shall constitute a quorum. The student body must be given twenty-four hours notice before a called meeting.

Article II—General Qualifications for Officers

A. To be eligible to hold office a student must have obtained a 1.0 average the semester prior to her election and must maintain this average.

B. To be eligible to hold office a student must have shown herself in harmony with the ideals and purposes of the Student Government Association.

Article III—Elections

A. Elections shall be held during the month of March.

B. Method of nominating candidates:

1. Election Committee
   a. The members shall be the president of the Student Government Association; the first and second vice-presidents of the Student Government Association; the Chairman of the Judicial Board; senior presidents of residence halls; president of Queens Christian Association; president of the Recreation Association; and members at large chosen by the president of the Student Government Association and the Dean of Students. All twelve members of this committee shall be seniors. The president of the Student Government Association shall act as chairman of this committee.
   b. The duties of this committee shall be to nominate two candidates for each student government office. A person may be nominated for more than one office. It shall also be the duty of this committee to supervise elections and count votes for the various offices.
   c. This slate shall be posted prior to the straw ballot.
2. Student Poll
   a. The student poll shall be taken during the first week in March after the slate drawn up by the Elections Committee has been posted.
   b. The polling shall be made of members of the student body wishing to make additional nominations for any office to obtain two more nominations for each office making the total of four nominations for each office.
   c. The following provisions must be observed:
      (1) On the poll every student shall be given an opportunity to suggest a candidate for each of the following offices: president, secretary, and treasurer of the Student Government Association; president, vice-president, secretary, and treasurer of Queens Christian Association; president, vice-president, secretary, and treasurer of the Recreation Association; May Day co-chairmen; National Student Association coordinator.
      (2) Only day students shall submit on this poll nominations for second vice-president of the Student Government Association, vice-president, secretary, and treasurer of Day Student Council; and day student representatives to the Recreation Association and Queens Christian Association.
      (3) Only resident students shall submit on this poll nominations for first vice-president of the Student Government Association, hall

presidents, and the vice-president, secretary, and treasurer of Resident Student Council.

(4) All members of the Student Government Association shall nominate candidates for membership on the Judicial Board, the number of nominations allowed on each poll blank being equal to the number of places to be filled on the Judicial Board. This includes both the chairman and the members.

(5) Editors of the *Coronet, logos,* and *Queens Current* will be nominated by the Publications Board at a called meeting previous to Wednesday of the first week in March. There will be no individual nominations from the student body; however, students will be asked to make suggestions to the Publications Board before the nominations are made. Not less than two nominations shall be made for each position of editor.

(6) The student poll shall be taken by secret ballot.

(7) The student poll shall be taken in the place designated by the Elections Committee.

(8) Registration for the student poll shall be required.

(9) The Elections Committee shall appoint students to assist in supervising the student poll and the student elections.

C. Class standing of officers nominated on poll:

1. The following officers must be elected from the rising senior class: the presidents of the Student Government Association, Queens Christian Association, Recreation Association; first and second vice-presidents of the Student Government Association; the hall presidents of the dormitories in which seniors reside; and the Judicial Board chairman.
2. The following officers must be elected from the rising junior or senior classes: vice-presidents of Day Student Council, Queens Christian Association, and Recreation Association; the hall presidents of all dormitories in which seniors do not reside. and the editors of the *Coronet, logos,* and *Queens Current.*
3. The following officers must be elected from the rising junior class: the vice-president of Resident Student Council; at least three members of the Judicial Board; and the secretaries of the Student Government Association, Resident Student Council, Day Student Council, Recreation Association, and Queens Christian Association.

D. A person may be nominated for an office by presenting a petition to the nominating committee with the names of thirty persons who are willing to support her for office. The deadline for nominations by petition will be determined by the Elections Committee.

E. Tabulation of poll results and preparation of ballots:

1. The Election Committee shall tabulate the entries on the student poll blanks; the students having the two highest number of votes for a specific office shall be designated as poll nominees for that office except in the case of Judicial Board members.
2. A number of students equal to the number of members to be elected to the Judicial Board plus four shall be designated as poll nominees.

F. Pre-Voting:

1. The candidates for the following offices shall speak to the student body in the order stated below prior to voting: president of the Student Government Association, chairman of Judicial Board, president of Recreation Association, first vice-president and second vice-president of the Student Government Association, president of the Queens Christian Association, and the National Student Association coordinator.

2. Regular chapel shall be suspended during the first week of voting. These periods shall be used for campaign speeches of the candidates for major offices and for the introduction of candidates for the supporting offices.

G. Manner of voting:

1. Voting procedure:

In order to win an election a candidate must obtain a majority vote. A majority vote is one vote over one-half the number of votes cast, ignoring blanks. If half the total vote cast is a fractional quantity, the fractional part of the number is dropped and the whole number is accepted as the median of the vote. If no candidate receives a majority in the primary voting, a run-off between the two candidates obtaining the vote closest to the majority shall be held to determine the winner.

2. Schedule:

a. Week before elections:

(1) On Monday, Tuesday, Wednesday of the first week of March the nominations of the Nominating Committee shall be posted for the inspection of the student body.

(2) On Thursday of the first week of March the student poll shall be held to obtain two additional nominees.

(3) The entire slate shall be completed and posted by Friday of the first week of March. No candidate may withdraw after Saturday noon of the first week of March.

b. The order of elections:

(1) Monday of the second week of March the following candidates will speak to the student body: president of the Student Government Association, chairman of Judicial Board, and president of Recreation Association.

(2) Tuesday of the second week of March the following candidates will be voted on: president of the Student Government Association, and Recreation Association; chairman of Judicial Board; treasurers of Student Government Association, Resident Student Council, Queens Christian Association, Recreation Association; and the May Day co-chairmen.

(3) Wednesday of the second week of March the candidates for the first and second vice-presidents of the Student Government Association and the president of Queens Christian Association shall speak to the student body in student assembly. Also on this day there will be a run-off vote of those candidates who did not receive a majority vote on Tuesday.

(4) On Thursday of the second week of March the following candidates will be voted on: first and second vice-presidents of Student Government Association; president of Queens Christian Association; vice-presidents of Resident Student Council, Day Student Council, Queens Christian Association, and Recreation Association; and the editors of *Coronet, logos,* and the *Queens Current.*

(5) On Friday of the second week of March there will be a run-off vote of those candidates who did not receive a majority vote on Thursday.

(6) On Monday of the third week of March the candidates for the office of National Student Association coordinator will speak to the student body.

(7) On Tuesday of the third week of March the following candidates will be voted on: the secretaries of the Student Government Association, Resident Student Council, Day Student Council, Queens

Christian Association; the presidents of Belk, Long, and Wallace Halls; and the National Student Association coordinator.

(8) On Wednesday of the third week of March there will be a run-off vote of the candidates who did not receive a majority vote on Tuesday.

(9) On Thursday of the third week of March the following candidates will be voted on: the members of Judicial Board; the Day Student representatives to Queens Christian Association and Recreation Association; and the presidents of Watkins, Harris, and Morrison Halls.

(10) On Friday of the third week of March there will be a run-off vote of the candidates who did not receive a majority vote on Thursday.

(11) After these elections the classes shall elect their officers and representatives.

H. The following provisions will be observed in all voting:

1. Voting for all offices under the Student Government Association shall be by secret ballot.
2. The Election Committee shall give one ballot to each student.
3. The Election Committee shall tabulate all votes.
4. Registration for voting shall be required. Students shall register on each day of elections at the place of voting.
5. All voting must take place at the place designated by the Election Committee.
6. All voting must take place between the hours of 8:30 a.m. and 5:00 p.m.
7. Not less than two nominees shall run for each office. When all but one nominee have been eliminated because of previous elections, the Election Committee shall submit the name of the student with the highest number of votes as cast on the student poll.

I. Freshmen officers and representatives:

1. Not later than the fourth week of the new school year the freshman class shall elect a chairman who shall hold office until the end of the first quarter. At the beginning of the second quarter the freshman class shall elect a president and other officers.
2. The vice-president of the junior class shall act as advisor to the freshman class.

Article IV—Resignations and Impeachments

A. An officer who finds it necessary to resign must submit a written resignation to the council of which she is a member two weeks before she wishes the resignation to be effective.

B. In the event that twenty-five per cent of the electing body feels a student incapable of or incompetent in fulfilling an office included in Article III section C of the By-Laws of the Student Government Association Constitution, these students must present to Student Legislature a signed petition impeaching that officer. A committee shall be formed of all members of the Judicial Board, and the Student Legislature, each member having one vote, to hear and act upon this petition. A decision can be made only if a majority of all members of this committee vote to act upon this petition. A vote of two-thirds of this body and the approval of the Advisory Committee shall be required for removal from office.

C. In the event that an officer, under Article III section C of the By-Laws of the Student Government Association Constitution, resigns or is removed from office, this vacancy shall be filled by the method of election stated in Article III.

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